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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3300.1B**

Effective Date: May  
08, 2009

Expiration Date: May  
08, 2014

[Printable Format \(PDF\)](#)

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(NASA Only)

## **Subject: Appointment of Personnel To/From NASA**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 3: Distinguished Scholar Appointing Authority**

### **3.1 Responsibility**

3.1.1 The Human Resources Director at each NASA Center is responsible for implementing the Distinguished Scholar appointing authority as prescribed in this chapter.

### **3.2 Introduction**

3.2.1 This chapter describes the hiring parameters and qualification requirements for individuals appointed under the Distinguished Scholar appointing authority. The object of this authority is to place less emphasis on work experience and provide an external hiring vehicle that gives more weight to the academic performance of recent graduates.

### **3.3 Coverage**

3.3.1 This authority may be used to fill scientific and professional positions covered by the Group Coverage Qualification Standard for Professional and Scientific Positions.

3.3.2 This authority may be used to fill positions at grades GS-7 through GS-12. Positions having a full performance level grade higher than GS-12 may be filled under this authority, provided that the grade at which the individual is initially hired does not exceed GS-12.

3.3.3 This authority is only valid for making career or career-conditional appointments in the competitive service.

## **3.4 Eligibility**

3.4.1 Candidates must meet the required academic achievement standards at the time of graduation.

3.4.2 All grade point averages (GPAs) must be expressed in terms of a 4.0 scale. If a candidate's GPA is based on a grading scale of other than 4.0, the GPA shall be converted to a 4.0 grading scale to determine eligibility.

3.4.3 Eligibility Requirements by Grade Level:

3.4.3.1 GS-7 Level: Must have achieved a cumulative GPA of 3.0 or higher and a GPA of 3.5 or higher for courses in the field of study required for the position.

3.4.3.2 GS-9 Level: Must have achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

3.4.3.3 GS-11 Level: Must have achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

3.4.3.4 GS-12 Level (Research Positions Only): Must have achieved a cumulative GPA of 3.5 or higher in graduate coursework in the field of study required for the position.

## **3.5 Qualification Requirements**

3.5.1 Candidates must meet the appropriate qualification standard (the AST qualification standard, if appropriate) and have received the qualifying degree from an accredited university within two years of the effective date of the appointment.

## **3.6 Selection Priority**

3.6.1 Interagency Career Transition Assistance Program (ICTAP) eligibles receive selection priority.

3.6.2 Veteran preference applies to Distinguished Scholar hiring actions.

3.6.3 In order to receive consideration, veteran preference eligibles and ICTAP eligibles must meet both the Distinguished Scholar eligibility and qualification requirements.

## **3.7 Recruitment and Rating**

3.7.1.1 Vacancy announcements for Distinguished Scholar appointments shall be advertised on USAJOBS.

3.7.1.2 NASA StaRS shall be used to evaluate and refer candidates.

3.7.2 Recruitment

3.7.2.1 Vacancy announcements shall include a standard statement identifying the position(s) as being filled using Distinguished Scholar provisions.

3.7.2.2 As deemed appropriate, managers may simultaneously advertise and consider candidates from other hiring sources.

3.7.3 Rating Candidates

3.7.3.1 Candidates who meet the minimum qualification requirements need not be further evaluated. If no further evaluation is done, qualified veterans have absolute preference (in the absence of ICTAP candidates).

3.7.3.2 If candidates are further evaluated using a category rating process, qualified veterans have absolute preference within the appropriate category.

## 3.8 Reporting Requirements

3.8.1 All Distinguished Scholar appointments are to be documented in accordance with the format prescribed by the Agency Office of Human Capital Management (OHCM). Information is to be provided to OHCM, not less than annually, to ensure compliance with annual Congressional reporting requirements.

3.8.2 Each Center shall, at a minimum, maintain data on the total number of Distinguished Scholar appointments and, of those, the number of appointments made to address a critical need.

3.8.3 Centers may maintain additional information as needed.

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